

POSITION DUTY STATEMENT

PM-0924 (REV 02/2021)

CLASSIFICATION TITLE Transportation Eng Tech	OFFICE/BRANCH/SECTION D-9 Project Development - Engineering	
WORKING TITLE Transportation Engineering Technician	POSITION NUMBER 909-202-3175-911	EFFECTIVE DATE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the direction and supervision of a Senior Transportation Engineer, the Transportation Engineering Technician performs activities requiring basic engineering knowledge and skills for the preparation of plans, specifications, estimates, design drawings, written documents, presentations, construction inspection, materials testing, contract administration, and other related work for transportation projects.

CORE COMPETENCIES:

As a 3175, the incumbent is expected to become proficient in the following competencies as described below in order to successfully perform the essential functions of the job, while adhering to and promoting the Department's Mission, Vision, Values, Strategic Imperatives and Goals. Effective development of the identified Core Competencies fosters the advancement of the following Leadership Competencies: Change Commitment, Risk Appetite, Self-Development/Growth, Conflict Management, Relationship Building, Organizational Awareness, Communication, Strategic Perspective, and Results Driven.

- **Learning on the Fly:** Learns quickly, is open to change, experiments, and is flexible. (Cultivate Excellence - Innovation)
- **Dealing with Ambiguity (Risk):** Can comfortably handle risk and uncertainty, as well as make decisions to act without having the total picture. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Reliability:** Ability to demonstrate dependability in meeting commitments, and providing a consistent work product. Takes responsibility for individual actions in order to meet deadline demands. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Problem-solving and Decision-making :** Identifies problems and uses logical analysis to find information, understand causes, and evaluate and select or recommend best possible courses of action. (Cultivate Excellence - Engagement)
- **Teamwork/Partnership:** Develops, maintains, and strengthens partnerships with others inside or outside of the organization through effective communication and collaboration. (Strengthen Stewardship and Drive Efficiency - Engagement)
- **Customer Focus:** Considers, prioritizes, and takes action on the needs of both internal and external customers. (Cultivate Excellence - Integrity)
- **Communication:** Expresses oneself clearly in all forms of communication. Gives feedback and is receptive to feedback received. Knows that listening is essential. Keeps others in the Division and other functional units informed as appropriate. (Safety First - Engagement)
- **Analytical Skills:** Approaches problems using a logical, systematic, and sequential approach. Weighs priorities and recognizes underlying issues. (Cultivate Excellence - Integrity)
- **Commitment/Results Oriented:** Dedicated to public service and strives for excellence and customer satisfaction. Ensures results in their organization. (Cultivate Excellence - Integrity)

TYPICAL DUTIES:

Percentage Job Description
Essential (E)/Marginal (M)¹

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50%	E	Construction field assignments based on workload needs that support contract administration, construction inspection and documentation. At the direction of a construction Resident Engineer (RE), performs inspections, field investigations, and material testing of construction projects. Collects engineering data to assist in assuring contractor's compliance with contract documents. Duties will also include plan review, cost estimates, coordination of relocation of utility facilities, plant inspections, water sampling, and preparation of contract estimates and other documents and reports. At the direction of a Project Engineer (PE) or RE, may assist with collecting data, performing calculations, preparing project plans, as-builts, specifications, estimates, and related documents.
20%	E	Use basic mathematical skills for calculations such as quantities, estimates, elevations, and distances. Prepare design drawings such as construction details, cross sections, and vertical profiles.
10%	E	Collect and record project field data such as elevations and distances by using various survey instruments and other equipment. Research information relating to the project assignment through various records such as appraisal maps, as-built drawings, photo log and various reports.
10%	E	Perform general office duties such as preparing memos, letters and reports, filing and organizing both electronic and hardcopy project files, administration of documents, scheduling meetings, making copies, and maintaining the office and field equipment.
5%	E	Provide an accurate and timely report of hours worked. Complete forms with accuracy such as travel expense claims, accident reports, daily reports, safety reports, and overtime logs.
5%	M	Attend training courses, provide formal or informal training to others, participate in internal and external teams and committees, and attend meetings such as staff, safety, project, and public meetings.

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.

MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

This position does not supervise others. May serve as a lead for functional guidance in training and assisting less experienced technicians.

KNOWLEDGE, ABILITIES, AND ANALYTICAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Knowledge of:

- Basic terminology and concepts related to transportation engineering work
- Department and work unit policies and procedures such as sexual harassment prevention, discrimination, ethics, workplace violence prevention, and state equipment usage
- Conventional and state-of-the-art equipment and computers applicable to office and field office transportation engineering work.

Ability to:

- Use conventional and state-of-the-art equipment and computers applicable to office and field transportation engineering work
- Perform accurate mathematical calculations
- Use CAD systems and software to prepare and revise drawings
- Effectively communicate both verbally and in writing at a level required for successful job performance
- Organize/arrange data to produce effective work products without repetitious direction
- Prepare technical reports and other project related documentation
- Evaluate work methods and traffic conditions closely, both before and during the work, to assure safety.

Analytically to:

- Analyze situations accurately and take effective action
- Make sound decisions.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

The incumbent is responsible for accurate preparation of drawings, mathematical calculations, field and delineation

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measurements, and the documenting and filing project information. Errors may delay project delivery, require work to be redone, or require excessive construction contract claims.

PUBLIC AND INTERNAL CONTACTS

While on office assignments, the majority of the contacts are with departmental staff. While on field assignments, contacts can be expected with the general public, public agencies, contractors and their personnel, and elected officials or their staff. Incumbent must be able to communicate effectively with others including Department staff.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The incumbent must be able to meet the following requirements:

Physical Requirements:

- Office assignments require ability to sit for long periods of time using a keyboard, mouse, and video display terminal. Other physical requirements include, but are not limited to walking, climbing stairs, lifting/carrying objects without causing injury (i.e. books, binders, plan sheets, box(s) of plotter or printer paper, etc.), twisting, stretching, bending, stooping, and kneeling.
- Travel to and from project sites and meeting locations.
- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data and other material that may require long periods of mental concentration.
- Field assignments (primarily to Construction) require the ability to work on uneven ground, climb, lift, carry, bend, squat, kneel, crouch, reach, pull, push, grasp, sit, stoop, crawl, and repetitive use of extremities. Must possess the ability to transport variety of objects that are less or equal to 40 pounds. These assignments can be anywhere in District 9 (Inyo, Mono and eastern Kern counties).

Mental Requirements:

- Grasp the essence of new information and master new technical knowledge.
- Simultaneously work on several work assignments and/or deadlines.
- Work within a noisy and occasionally distracting work environment.
- Evaluate and understand critical calculations, data, and other material that may require long periods of mental concentration.

Emotional Requirements:

- Deal with all contacts in a calm and respectful manner.
 - Resolve emotionally charged issues reasonably and diplomatically.
 - Develop and maintain cooperative working relationships with all contacts.
 - Receptive to change, new information, and new situations.
 - Overtime may be required and vacation restricted during peak times and fiscal year-end closing.
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WORK ENVIRONMENT

The majority of the work performed while in-office assignments will be in a climate-controlled office environment and within a work cubical or work area under artificial lighting.

Field assignments may have exposure to lab work, night work, fog, field work, earthwork, paving operations, weather conditions, equipment, machinery, lab conditions, heat, cold, dust, gas, fumes, outdoor conditions, humidity and high decibels of noise. Workload may subject employee to frequent night work, changes of shift, frequent changes of work hours and work days, and geographic transfer. A valid California Driver's License is required.

Telework from home may be required on a permanent basis in addition to office work at an assigned location. The amount and availability of telework and/or office work will be determined by the Department based on the functions of each position.

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I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)	DATE
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I have discussed the duties with, and provided a copy of this duty statement to the employee named above.

SUPERVISOR (Print)

MATTHEW GOIKE, Office Chief, District 9 Engineering, Branch C

SUPERVISOR (Signature)	DATE
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